



## For-Hire “Business” Checklist

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This checklist has been provided to assist you in the processing of your for-hire application with James City County.

Please ensure that all of the items below accompany this application:

- \_\_\_\_\_ ***Application form*** completed:
  - a) Must be true and accurate
  - b) Must be notarized
- \_\_\_\_\_ ***Insurance certificate*** (for each vehicle)
- \_\_\_\_\_ ***Registration certificate*** (for each vehicle)
- \_\_\_\_\_ ***Taxi cab-passenger permit*** (from DMV)  
(sample attached)

Once application is submitted, reviewed and approved the fee will be:

\$75 one-time annual fee

\$60 per vehicle fee

(Can be paid by cash, check or credit card. Make check payable to “treasurer of James City County.”)

**APPLICATION BY OWNER FOR RENEWAL OF  
CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY**

To the County Administrator of the County of James City, Virginia:

The undersigned individual and applicant hereby furnishes to the following information under oath and hereby applies to the County Administrator of the County of James City, Virginia, for renewal of a Certificate of Public Convenience and Necessity:

Current Certificate No: \_\_\_\_\_

\_\_\_\_\_  
*Full name of applicant*

\_\_\_\_\_  
*Home address of applicant*

\_\_\_\_\_  
*Business address of applicant*

\_\_\_\_\_  
*Trade name under which applicant does business*

Gross Assets Value: \_\_\_\_\_

Gross Liabilities Value: \_\_\_\_\_

List all outstanding judgments, to include judgments against the applicant and the nature of the transactions or acts that give rise to said judgment, the date of judgment and the Court of Records:

State specific experience the applicant has in passenger transportation:

State facts and circumstances upon which applicant bases the belief that public convenience and necessity require the granting of a certificate:

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Number of vehicles

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Location of proposed depots and terminals

The color scheme and insignia to be used to designate the applicant's vehicle(s):

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Attach evidence that all vehicles to be used are owned or leased by the applicant and under the applicant's control (i.e., a copy of the vehicle registration or lease agreement, as applicable). Include the year, make and serial number of each vehicle.

List all convictions, guilty pleas or pleas of nolo contendere to the violation of any city, state, federal or other criminal law and specify the nature of the offense, the date of the offense and the address of the Court where the proceeding occurred.

Name and address of any person lending money or furnishing capital to applicant where operation is financed wholly, or in part, by means of borrowed money or capital in any form furnished by any person other than the owner.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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*Individual Signature*

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*President Signature*

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*Individual Print Name*

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*President Print Name*

STATE OF VIRGINIA

COUNTY OF \_\_\_\_\_

I, the undersigned Notary Public, do hereby certify that \_\_\_\_\_, personally appeared before me, and proved to me on the basis of satisfactory evidence to be the persons(s) who name(s) is/are subscribed to the within instrument, and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, believes it to be true and correct.

My Commission expires: \_\_\_\_\_

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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*Notary Public*

Seal

**CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY**  
*Vehicles of Operation*

This is to certify that:

\_\_\_\_\_  
Name of Owner

is hereby granted a Certificate of Public Convenience and Necessity for the operation and maintenance of only the public vehicles, taxicabs and For-Hire cars hereinafter designated, along and upon the streets and highways of the County of James City, Virginia, in accordance with the ordinance and resolutions of the Board of Supervisors of said County.

Year, Make and VIN of vehicles the operation of which is authorized hereby:

YEAR	MAKE & MODEL	VIN	REG	INS
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*\*\*\*Attach sheet for additional cars\*\*\*\*

Date of issuance: \_\_\_\_\_

Date of expiration: \_\_\_\_\_

This certificate is issued subject to the provisions of the ordinance of the County of James City regulating the operation of public vehicles, taxicabs and For-Hire cars, and all amendments thereto, as well as subject to all other laws or ordinances governing said operation within said County.

*Filing Deadlines:*

Renewal Certificates - On or before November 1st of each year.

New/Amended Certificates - Before the 10th day of any calendar month.

*\*\* Administrative Purposes Only*

Fees Due: \_\_\_\_\_

\_\_\_\_\_  
Received by\_\_\_\_\_  
DateCERTIFICATE OF INSURANCE *(for each vehicle)*\_\_\_\_\_  
Received by\_\_\_\_\_  
DateCERTIFICATE OF REGISTRATION *(for each vehicle)*\_\_\_\_\_  
Received by\_\_\_\_\_  
DateCERTIFICATE OF VA STATE CORP COMMISSION *(for business)*\_\_\_\_\_  
Received by\_\_\_\_\_  
Date

## CERTIFIED BONDS IN LIEU OF CERTIFICATE OF INSURANCE

\_\_\_\_\_  
Received by\_\_\_\_\_  
Date

APPLICATION:      APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_      Denied by: \_\_\_\_\_

Date: \_\_\_\_\_